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Office Memorandum • UNITED STATES GOVERNMENT

25X1A6a TO : Mr. [REDACTED], Chief, Services Branch

DATE: 5 April 1948

FROM : Chief, Property Control Division

SUBJECT: Report of Operations for the Month Ending 31 March 1948

1. Status of Personnel:

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- a. Persons authorized.....
- b. Persons on duty.....
- c. Persons on sick leave.....
- d. Personnel actions awaiting Security Clearance.....

e. The personnel problem discussed in paragraph 1-e, Report of Operations for the month ending February 1948 still exists.

2. Major Accomplishments:

a. This office coordinated with the Chief, Transportation Division, Services Branch, relative to establishing a procedure whereby supplies and equipment scheduled for cargo shipments to [REDACTED] Installations will be properly accounted for. This procedure, which was concurred in, will be accomplished in the following manner:

(1) Prior to shipment, copies of W. D. Shipping Documents will be checked for quantity and nomenclature against corresponding Delivery Tickets, Form No. 36-10, by this office.

(2) Supplies and equipment which are classified as expendable will be indicated on W. D. Shipping Documents. This will enable Property Officers at [REDACTED] Installations to ascertain the items which will be charged to their Stock Record Accounts.

(3) After shipment has been effected one copy of the signed Shipping Document will be forwarded to the Property Control Division for accounting purposes.

b. The draft of "Property Accounting Regulations," outlining instructions relative to accountability of agency property has been revised and will be distributed to individuals concerned for concurrence. It is contemplated the final draft will be available by the end of the ensuing month.

c. The monetary value has been established for:

(1) Non-expendable property charged to the National Security Council. In the future, the monetary value of this property will be listed on Form No. 36-63, "Property Accounting Record," and submitted monthly to your office.

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(2) Real property at several [REDACTED] Installations. This office will obtain the remaining value of real property in the possession of CIA which will be incorporated in subsequent monthly reports.

d. With the exception of six (6) Property Accounts, Identification Control Cards have been established for Agency property bearing serial numbers. During the ensuing month, the Property Control Division will endeavor to obtain information relative to completing identity cards for the remaining Property Accounts. Upon completion an auditor will be assigned the task of obtaining purchase dates of each machine, which will be used for the purpose of establishing Agency ownership and determining expiration dates of guarantees.

e. Supply Officers, Supply Division, have been instructed to indicate on Delivery Ticket, Form No. 36-10, the condition of each item issued from stock. During the following month, Property Officers will be instructed to inspect all property received from stock and certify that the quantity and quality thereof is as indicated on Form No. 36-10 by Supply Officers. This procedure will serve as a protection to Supply Officers in the event unserviceable property, under the jurisdiction of Property and Responsible Officers, is claimed to be damaged when issued from stock.

25X1A9a f. During the past month, several meetings have been held, which Mr. [REDACTED], Physical Security Division and the Members and Investigating Officer, CIA Property Survey Board attended, relative to establishing a procedure for investigating losses of Agency property. It was decided the Physical Security Division would be notified of each loss, or theft of Agency property and that office would, in turn, forward a report of their findings to the Property Survey Board. This action will be beneficial in determining if the responsible individual was negligent in the care and safekeeping of the items on survey and would make the Security Division cognizant of each loss and theft.

g. A memorandum dated 26 February 1948, Subject: "Administrative Cost of Processing Survey Reports of Low Monetary Value" was presented to the CIA Property Survey Board at a meeting held 5 March 1948. The Board decided:

(1) A monetary value should not be established whereby investigations of Survey Reports not exceeding said figure would not be processed.

(2) The determination as to the extent of investigations of losses or thefts should be at the discretion of the Investigating Officer. It was felt, however, consideration should be given to the total monetary value of the items on survey, administrative cost involved in the investigation, etc., when determining the extent of investigations to be conducted.

25X9A2 h. A procedure has been established for the issuance of F.W.A. Property Passes to operators of private, government, or commercial vehicles and individuals hand carrying packages departing from the [REDACTED] Warehouse area.

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Chief, Supply Division concurred in the above procedure. From a property viewpoint, the issuance of passes to all departees from the [REDACTED] Warehouse Area, will provide more adequate protection for Government property.

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3. Future Plans:

a. During the ensuing month, representatives of the Property Control Division will visit each Accountable Officer to assist in clarifying problems pertaining to property accountability, procedure, and the correct use of property forms. It is felt that personal meetings, to be conducted on a quarterly basis, will benefit Property and Supply Officers in maintaining more adequate control of property and records.

b. A list of non-expendable supplies and equipment carried in agency supply accounts will be prepared and distributed to all Accountable and Responsible Officers, C.I.A. This will expedite the processing of transfer documents to the appropriate supply accounts and will, in turn, eliminate numerous inquiries relative to transfer of non-expendable property, which this office has received in the past.

c. A procedure relative to the collection of monies on disapproved Survey Reports for [REDACTED] personnel is being drafted which will set forth the manner by which pecuniary charges will be collected by this Agency.

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4. During the month of March 1948, the following work load was performed by the various sections of the Property Control Division.

a. Control Section:

(1) Vouchers Posted.....	1172
(2) Delivery Receipts Processed (Expendable).....	530
(3) Reports of Inventory Adjustments Processed.....	8
(4) Identification Control Cards Posted.....	1152
(5) Memorandum Receipts - Loan Property Processed.....	1
(6) Inventories Processed.....	2

b. Audit and Inspection Section:

(1) Property Accounts Audited.....	2
(2) Supply Accounts Audited.....	4

c. Survey and Clearance Section:

(1) Survey Reports being investigated.....	14
(2) Survey Reports Processed to Board.....	3
Relieved.....	3
(3) Property Clearances Issued.....	32
(4) Property Passes Issued.....	3